



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER AND FORT RUCKER
FORT RUCKER, ALABAMA 36362-5000

REPLY TO
ATTENTION OF:

01 MAR 2005

ATZQ-AP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aviation Proponency EMILPO Letter of Instruction (LOI) 01-05, Special Duty Assignment Pay (SDAP) for Military Occupational Specialty (MOS) 15Q, Air Traffic Control Operator

1. Reference.

- a. AR 614-200, Enlisted Assignments and Utilization Management, (dated 30 Sep 04).
- b. AR 95-2, Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigational Aids, (dated 10 Aug 99).
- c. NGR 601-1, Recruiting and Retention Resource Management, (dated 15 Sep 97).

2. General Guidance.

a. This LOI is generated because of a lack of understanding of SDAP procedures, and an increasing number of soldiers drawing SDAP while in positions that are not authorized this entitlement. The bottom line is that if a soldier is departing and going to a position that is not authorized SDAP (i.e. recruiting, Drill Sergeant) it is the losing units responsibility to terminate SDAP. It is the gaining units responsibility to validate that a soldier receiving SDAP is going to an SDAP authorized position, and ensure they are receiving the appropriate SDAP rate based on the duty position they are filling. **Both losing and gaining Commanders must get involved in this process to ensure soldiers are only receiving SDAP when authorized to do so.**

b. This LOI establishes responsibilities and procedures for eligibility and termination criteria pertaining to SDAP pay for MOS 15Q.

c. AR 614-200 has been updated and is current guidance for SDAP as it applies to MOS 15Q. MILPER Message 00-252, Special Duty Assignment Pay (SDAP) Changes (Active and Reserve Component), dated Sep 00 is superseded and is no longer valid.

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3. Procedures.

a. The Army Regulation governing SDAP, AR 614-200, Enlisted Assignments and Utilization Management (dated 30 Aug 03) has been updated with an effective date of 30 Sep 04. Due to the regulation update, MILPER Message number 00-252 is no longer valid. Commanders will refer to AR 614-200 and this LOI as current guidance for the SDAP program, as it applies to MOS 15Q.

b. The losing command will implement measures to ensure that SDAP termination orders are issued upon PCS when the Soldier does not PCS to another SDAP assignment, such as Recruiting or Drill Sergeant Duty. During a PCS move the gaining command will be responsible for assignment of Soldiers' SDAP rate based on assignment of duty position by paragraph and line number.

c. Air Traffic Controllers (ATC) who possess the PMOS 15Q, grade E-3 and above, are authorized two pay levels, SD-3 or SD-4 based on their certification. The Soldiers initial rating is considered a certification. Once a soldier completes the initial rating (certification) and transfers to another ATC Facility entering a new training program, the soldiers' SDAP level will not reduce to SD-3.

d. Individuals enrolled in their initial facility training program and designated staff positions will receive a monthly rate of SD-3/\$225.00. Individuals who are facility rated in the facility to which assigned will receive a monthly rate of SD-4/\$300.00. Individuals must maintain a current class IV (ATC) flight physical to be eligible to receive SDAP.

e. Air Traffic Controllers that are assigned to a facility for the purpose of obtaining a rating, but their primary job/position based on paragraph and line number is working outside the facility do not qualify for SDAP (ex; soldier is assigned as a training NCO for an Air Traffic Control Tower, but primary job is the Company Training NCO, this soldier does not qualify for SDAP).

f. Enlisted Soldiers are eligible to receive SDAP when they are properly assigned and performing duties of the designated SD assignment. These positions must include permanent assignment (not attachment) to an ATC facility and involve the active controlling of aircraft in a non-simulated environment.

g. As an exception, Soldiers will continue to receive SDAP at their current rate when they are no longer serving in SD assignments because they are-

1. In an in-transit status.

2. On authorized leave, including leave taken between two assignments that qualify.

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4. The following TDA/TOE/MTOE positions are authorized SDAP:

- a. ATC Tower Operator
- b. SR ATC Tower Operator
- c. ATC GCA Operator
- d. SR GCA Operator
- e. ATC Training Sergeant (Primary Duty as Facility Training NCO)
- f. Shift Leader
- g. Facility Chief
- h. Vehicle drivers in TOE/MTOE Platoons

NOTE: Facility as defined in AR 95-2 is "A facility (including personnel, equipment and structures) that provides ATC service. Included are ATC tower, Army approach control, Army radar approach control, ground controlled approach, flight operations center, flight coordination center, or fixed base flight following.

5. The following staff positions are authorized SDAP at the SD-3 level:

- a. Battalion Quality Assurance (QA NCOs)
- b. Platoon Sergeants
- c. ATC Evaluation Sergeants (ATSCOM Evaluation Team)
- d. JRTC/NTC O/Cs
- e. Army Aviation Command and Control (A2C2) LNO.
- f. Scope Operators with the Joint Inter-Agency Task Force in support of the Drug Enforcement Administration (DEA)

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6. Soldiers will have their SDAP terminated when the following situation occurs:

- a. When a Soldier's temporary grounding exceeds 90 days.
- b. A Soldier is indefinitely/permanently grounded, pending chapter, reclassification or suspended from ATC duties.
- c. When a Soldier fails to make sufficient progress in a facility training program (i.e. Soldier fails to complete phase 1 of a tactical training program within 6 months (includes a waiver from commander and a waiver from Air Traffic Services Command (ATSCOM))).

7. Individuals not eligible for SDAP are other staff positions not listed above (paragraph 5), permanently grounded personnel or individuals on special duties working outside of their MOS (i.e. Protocol, Aides, Lifeguards, Clerks, Drivers, etc.) regardless of position to which they are assigned.

8. USAAVNC POC is SFC Pippin, Aviation Proponency Office (ATZQ-AP), DSN 558-1424, Commercial (334) 255-1424 or email: michael.pippin@rucker.army.mil

9. This LOI is effective immediately. It will be filed for ready reference until superseded and will be an item of interest during Unit Assistance Visits.

FOR THE COMMANDER:


DANIEL S. STEWART
COL, AV
Director, Aviation Proponency

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